

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 058

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: 1

Location: Milford, MA

Internship Track:
Accounting/Finance

Hours/Schedule:

Duration: Summer Semester

Position Description: Assist Fiscal Office with Accountant I type functions such as purchasing and accounts payable, vendor and contract research, analyzing and reconciling of accounting transactions.

Responsibilities/Major Duties: Work in conjunction with fiscal staff to analyze and forecast expenditures. Perform purchasing and accounts payable transactions. Enter data in MMARS accounting system. Interaction with vendor and DOC staff. Researches contracts and vendors for compliancy with purchasing rules and regulations.

Preferred Qualifications: Enrolled in Finance or Accounting Degree. Proficiency in Microsoft Applications. Excellent communication and organizational skills.

How to apply:**Mail Internship Application to:**

Monserrate Quinones

50 Maple Street

Milford, MA 01757

Fax: (508)-422-3624

For additional information or questions, please contact:

Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.